



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NO.: USAID-2020-22

PIID# 72049220R10022

ISSUANCE DATE: 30 September 2020

CLOSING DATE/TIME: 14 October 2020 / 11:59PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) under Local Compensation Plan

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** USAID-2020-22

2. **ISSUANCE DATE:** 30 September 2020

3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** 14 October 2020 / 11:59PM

4. **POSITION TITLE:** Secretary, FSN-06

5. **MARKET VALUE:** Php 418,232.00 – Php 648,267.00 basic salary p.a. equivalent to FSN-06 in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of the U.S. Embassy Manila. The salary offer will be based on a combination of the candidate's salary history and of the U.S. Embassy Manila's LCP, and will be within the annual range listed above.

6. **PLACE OF PERFORMANCE:** The position is based in Manila, Philippines.

7. STATEMENT OF DUTIES:

The Secretary is assigned to USAID/Philippines, Office of Economic Development and Governance (OEDG). S/He works under the direct supervision of the Deputy/Office Director and provides secretarial and administrative support to the Economic Growth and the Democracy and Governance teams. S/He assists in the day-to-day office management and provides coverage to other teams during the absence of the OEDG Lead Secretary. The Secretary maintains contacts with counterparts from the U.S. Embassy, Philippine Government Offices and Agencies and implementing partners.

Major duties and responsibilities include:

Secretarial, Administrative and Clerical Support (40%)

Prepares and drafts non-technical correspondence, cables, visa referrals, country clearance and invitations in accordance with the established formats. Arranges in final form approved versions of correspondence, cables, reports and other documents. Transcribes notes during meetings as requested. Receives and transmits documents as appropriate; tracks required reply letters from team members as well as documents requiring clearances through USAID/Philippines Mission Offices. Receives telephone calls and directs them to appropriate staff. Responds to telephone inquiries that do not require technical knowledge of the program. Prepares requests for procurement of goods and services as needed by the office or project. Requests office supplies for the entire office. Coordinates and makes arrangements for internal and external meetings, planning sessions, briefings and conferences. Serves as alternate timekeeper in preparing Time and Attendance report for local staff. Maintains an organized filing system and acts as file custodian for program and working files in OEDG. Handles vital records management and submits periodic reporting requirements. Keeps abreast of various procedural requirements like preparation of correspondence and cables, processing of travel authorization, record management etc.

Program Management Support (30%)

Conducts commodity end-use monitoring at project offices and prepares report on findings and recommendations to the Contracting Officer Representative / Assistance Office Representative (C/AOR) and Regional Financial Services Center. Prepares public vouchers for reimbursement or cash advance requests submitted by the contractors/Grantees for administrative approval of the Office Chief or the C/AOR. Incorporates edits and circulates for clearance the requests for budget modification for on-going projects and program-funded personnel; monitors and reports budget document status to ensure project budget obligations are complete. Provides support to team members in preparing briefing documents i.e., Attendance Request Memos, scene setters, travel itineraries, etc. Assembles all documents into travel briefing books for the U.S. Ambassador and/or USAID Mission Director or Office Chief for project site visits and events. Assists the C/AORs in their function as Site Officers during projects events and high-level site visits by following up on requested information and documents needed for regular project reporting. Updates the OEDG project briefers including coordinating the timely submission of regular update and editing briefers. Backstops the OEDG Development Program Specialist and acts as alternate to prepare and distribute weekly OEDG Office updates and outreach calendars. Performs data entry into the International Vetting and Security Tracking System in compliance with the Leahy Amendment of the Foreign Assistance Act.

Travel (30%)

Maintains the OEDG Office calendar of appointments, meetings, conferences, and travel plans. Handles the travel arrangements for team members, which includes preparation of travel authorization and country clearance documents; coordination of flight bookings, hotel reservations and vehicle requirements; and preparation of travel vouchers and other travel-related reimbursements. Handles logistical arrangements for visitors and employees who are on temporary duty and manages their appointment and meeting schedules.

SUPERVISORY RELATIONSHIP: The incumbent works under the direct supervision of the Deputy/Office Director in the Office of Economic Development and Governance. Some work guidance is provided by the Lead Secretary (FSN-07) in the same office. Supervision of other staff is not contemplated.

8. **AREA OF CONSIDERATION:** Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID/Philippines does not sponsor work permits.

9. **POINT OF CONTACT:** Human Resources Division via aidmnlhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education** – Minimum educational requirement is completion of a college or university study in a field related to office administration, such as Secretarial Science, and Business Administration. *Note:* Additional education may NOT be substituted for Experience.

- b. **Prior Work Experience** – Minimum of two (2) years of progressively responsible secretarial and clerical experience. At least half of this should have been with an international organization or other organizations where English is routinely used in the workplace. *Note:* Additional experience may NOT be substituted for Education.
- c. **Language Proficiency / Communication Skills** – Must have excellent communication skills in English and Tagalog, both in oral and written forms, in order to communicate effectively with USAID staff and external contacts at various levels.
- d. **Job Knowledge** – Must have general knowledge of office procedures and practices. Must have good working knowledge of file management, handling telephone calls, and correspondence and documents preparation and formatting. A good knowledge or the ability to be able to quickly gain knowledge of USAID activities and programs, as well as office systems and procedures.
- e. **Skills and Abilities** – Proficient in computer operations (emails, internet, Microsoft Word, Excel, PowerPoint, etc.). Good organizational and interpersonal skills, and the ability to multi-task are required.

III. **EVALUATION AND SELECTION FACTORS**

- 1. Education (10%)
- 2. Prior Work Experience (25%)
- 3. Language Proficiency / Communication Skills (15%)
- 4. Job Knowledge (25%)
- 5. Skills and Abilities (25%)

Additional Notes:

- *USAID reserves the right to reject any and all applicants.*
- *Only short-listed applicants will be notified.*
- *To be a competitive candidate, the applicant must meet the minimum requirement of each of the Evaluation and Selection Factors.*

IV. **HOW TO APPLY:**

- 1. Interested applicants are required to submit **all** of the following documents:
 - a. application letter
 - b. comprehensive résumé
 - c. transcript of records (TOR) reflecting date of graduation
- 2. Applications must be received by **14 October 2020 / 11:59PM**, and submitted via email to **aidmnlhr@usaid.gov**
- 3. All applicants are requested to prominently indicate the solicitation number (Solicitation No.: **USAID-2020-22**) in the subject line of their email submission.

V. **BENEFITS/ALLOWANCES**

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan.